



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #31/05**

August 5, 2005

TO: Department Directors  
Division Administrators

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: NEATS Rollout

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The Department of Personnel, IFS-HR has been rolling out NEATS (Nevada Employee Action and Timekeeping System) to agencies requesting implementation. NEATS allows State of Nevada employees to submit their own timesheets online through the intranet; review/modify personal information, including address, beneficiary and emergency contact information; and enroll in training classes. Also, State agencies have the ability to offer registration & tracking of in-house course curriculum. NEATS interfaces with the ADVANTAGE-HR (ADV-HR) database as well as our HR Data Warehouse (HRDW) making NEATS, ADV-HR and HRDW a comprehensive human resource system. We hope you will embrace our enthusiasm as we continue to provide our state employees with the most progressive way of doing business.

In an endeavor to have all agencies utilize NEATS we have established the following rollout schedule starting August of 2005 through December of 2007.

Tricia Buckner, Training and Security Manager for Department of Personnel, IFS-HR will be contacting Departments/Agencies prior to their scheduled rollout to discuss the process of implementing NEATS.

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**August - December 2005**

Attorney General's Office (030)

Commission on Tourism & Nevada Magazine (101)

Commission on Economic Development (102)

POST (230)

Department of Cultural Affairs (330)

    Museums & History Division (331)

    State Library and Archives (332)

    Nevada Arts Council (333)

    Historic Preservation (334)

WICHE (351)

Department of Military (431)

Commission on Mineral Resources (500)

Department of Conservation and Natural Resources – Director's Office (700)

**January – June 2006**

Judicial Discipline (220)

Public Utilities Commission (580)

Colorado River Commission (690)

Conservation (701)

Department of Wildlife (702)

State Parks (704)

Water Resources (705)

Forestry Division (706)

State Lands ((707)

Natural Heritage (708)

Environmental Protection (709)

**July – December 2006**

Department of Health and Human Services (400)

Health Care Finance and Policy (403)

Health Division (406)

B & I Insurance Division (741)

B & I Industrial Relations (742)

B & I Employee Management Relations Board (747)

B & I Real Estate Division (748)

B & I Transportation Services Authority (751)

B & I Attorney for Injured Workers (753)

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**January – June 2007**

MH/DS Division:

- Southern MH/DS Food Service (408-3159)
- So. Nevada Adult Mental Health (408-3161)
- NV Mental Health Institute (408-3162)
- Mental Health Info System (408-3164)
- Rural NV Mental Retardation Services (408-3167)
- Mental Hygiene-Developmental Services (408- 3168)
- Desert Regional Center (408-3279)
- No. Nevada Mental Retardation (408-3280)
- Facility for Mental Offender (408-3645)
- Rural Clinics (408-3648)

**July – December 2007**

- Child and Family Services (409)
- Department of Corrections (440)

We look forward to working with you on making your transition to NEATS.

If you have any questions, please contact Tricia Buckner at (775) 684-8697.

Thank you.

JG:sq

cc: Agency Personnel Liaisons  
Agency Personnel Representatives